

School Resource Officer Reporting System Guide


I. Registration

- a. Using a web browser such as Internet Explorer, Google Chrome, or Mozilla Firefox, navigate to <https://sro.cji.in.gov>



A screenshot of a web browser showing the homepage of the School Resource Officer Reporting System. The address bar displays the URL <https://sro.cji.in.gov>, which is circled in red. The page features logos for the Indiana Criminal Justice Institute (ICJI) and the National Association of School Resource Officers (NASRO). Below the logos, there is an "Authorization" section with a "Registration" link. The registration form includes fields for "User ID:" and "Password:", a "Submit" button, and a "Forgot Password" link. The footer indicates the copyright is © 2015 - Indiana Criminal Justice Institute.

- b. Click on the "Registration" link in the top portion of the page.



A screenshot of the "Authorization" page of the SRO Reporting System. The URL in the address bar is <https://sro.cji.in.gov/Authorize>. The page contains the same logos as the homepage. In the "Authorization" section, the "Registration" link is circled in red. Below this link are the "User ID:" and "Password:" input fields, a "Submit" button, and a "Forgot Password" link. The footer shows the copyright © 2015 - Indiana Criminal Justice Institute.

- c. Fill in the registration application. A red asterisk (“*”) denotes required fields.

The screenshot shows the 'Registration - Part I' form for the NASRO (National Association of State Records Officers) system. The form is titled 'Registration - Part I' and includes the NASRO logo. The form fields are as follows:

- Name :** First, Middle, Last (all three fields are circled in red).
- Title :** Title (circled in red).
- Phone :** 999-999-9999 (circled in red).
- Email :** Email@company.com (circled in red).
- Security Role :** --- Select --- (circled in red).
- NASRO Trained ? :** Yes No (circled in red).
- NASRO Completion :** MM/DD/YYYY (circled in red).
- Attending Training :** MM/DD/YYYY (circled in red).
- User ID :** (circled in red).
- Password :** Password (circled in red).
- Confirm Password :** Confirm Password (circled in red).
- Question :** --- Select --- (circled in red).
- Answer :** Answer (circled in red).

At the bottom of the form, there is a red asterisk followed by the text *** Required fields**. Below this text are two buttons: 'Cancel' and 'Next'.

- d. Once all required fields have been filled in, click the “Next” button at the bottom right-hand corner of the page.

This image is a close-up of the bottom right corner of the registration form. It shows the following fields and buttons:

- Completion :** MM/DD/YYYY
- Attending Training :** MM/DD/YYYY
- Password :** Password
- Confirm Password :** Confirm Password
- Answer :** Answer
- Buttons:** 'Cancel' and 'Next' (the 'Next' button is circled in red).

- e. On the next page, select the county your school is located in.

The screenshot shows a web browser window with the URL https://sro.cji.in.gov/Authorize/RegistrationPart2?role=ROLE_Guest. The page title is "RegistrationPart2". The header includes logos for the Indiana Criminal Justice Institute and NASRO (National Association of School Resource Officers). The main form area is titled "Registration - Part II". It contains a "Name" field with the value "Ross, Joshua" and a "County" dropdown menu. The dropdown menu is currently set to "--- Select ---" and is circled in red. Below the "County" field, there are two rows of input fields: the first row has "Corp #" and "Corp Name", and the second row has "School #", "Corp #", and "School Name". At the bottom right, there is a "Document" button.

This screenshot shows the same "Registration - Part II" form, but the "County" dropdown menu is open, displaying a list of Indiana counties. The list includes: --- Select ---, Adams, Allen, Bartholomew (highlighted in blue), Benton, Blackford, Boone, Brown, Carroll, Cass, Clark, Clay, Clinton, Crawford, Daviess, Dearborn, Decatur, DeKalb, Delaware, and Dubois. The entire dropdown menu is circled in red. At the bottom of the form, there are two buttons: "< Back" and "Submit". The footer text reads "© 2015 - Indiana Criminal Justice Institute".

- f. A list of school corporations within that county will automatically populate once the county has been selected. Click on your school corporation.

Registration - Part II

Name : Ross, Joshua

County : Bartholomew

Corp #	Corp Name	Address	Grant
9200	Archdiocese of Indianapolis	1400 N Meridian St	
365	Bartholomew Con School Corp	1200 Central Ave	
370	Flat Rock-Hawcreek School Corp	9423 N SR 9	

- g. Once the school corporation has been selected, a list of schools within that corporation will automatically populate. Select the school(s) you will be working in. It's important that you choose all schools you wish to report on as you will only see selected schools in the incident reporting system.

Bartholomew Con School Corp

School #	Corp #	School Name	Address	Grant
9998	365	Adult Education	NULL	
390	365	Central Middle School	725 7th St	
328	365	Clifty Creek Elementary Sch	4625 E 50 N	
387	365	Columbus Area Career Connection	1400 25th St	
399	365	Columbus East High School	230 S Marr Rd	
397	365	Columbus North High School	1400 25th St	
375	365	CSA Fodrea Campus	2775 Illinois St	
346	365	CSA Lincoln Campus	750 6th St	
371	365	L F Smith Elementary	4505 Waycross Dr	
369	365	Lillian Schmitt Elem School	2675 California	
353	365	Mount Healthy Elementary Sch	12150 S SR 58	
395	365	Northside Middle School	1400 27th St	
357	365	Parkside Elementary School	1400 Parkside Dr	
354	365	Richard L Johnson Early Educ Cntr	1209 Sycamore St	
366	365	Rockcreek Elementary School	13000 E 200 S	
392	365	Southside Elementary School	1320 W 200 S	
377	365	Taylorsville Elem School	PO Box 277	
363	365	W D Richards Elementary Sch	3311 Fairlawn Dr	

Documentation

- h. Once you've selected the school(s) you will be working in, upload an electronic copy of your NASRO certification (if applicable) in the "Documentation" section at the bottom of the page by clicking "Upload Attachment." If you do not have NASRO certification to upload at this time, proceed to "Step J" in this guide.

Note: ICJI subgrantees must submit their NASRO certification at the time of registration. Failure to do so could delay the registration process.

The screenshot shows a registration form with a table of schools. Below the table is a 'Documentation' section with an 'Upload Attachment' button circled in red. At the bottom are '< Back', 'Finished', and 'Submit' buttons. The footer reads '© 2015 - Indiana Criminal Justice Institute'.

377	365	Taylorsville Elem School	PO Box 277
363	365	W D Richards Elementary Sch	3311 Fairlawn Dr

Documentation

Upload Attachment

< Back Finished Submit

© 2015 - Indiana Criminal Justice Institute

- i. Follow the instructions on the next screen to enter your documentation and click "Save."

The screenshot shows the 'Upload Attachment' page for Joshua Ross. It includes a 'Choose File' button circled in red, a 'Description' field, and a 'Save' button circled in red. The footer includes logos for the Indiana Criminal Justice Institute and NASRO.

Upload Attachment

for
Ross, Joshua

Choose File No file chosen

Description : Brief description here..

<<< Back Save

INDIANA CRIMINAL JUSTICE INSTITUTE NASRO National Association of School Resource Officers

- j. Once your documentation has been uploaded (if applicable), you're ready to finish your registration. Click on the "Submit" button at the bottom right-hand corner of the page.

392	365	Southside Elementary School	1320 W 200 S
377	365	Taylorsville Elem School	PO Box 277
363	365	W D Richards Elementary Sch	3311 Fairlawn Dr

Documentation

Upload Attachment

< Back

Finished

Submit

© 2015 - Indiana Criminal Justice Institute

- k. You should see a message indicating the success of your registration submission. Your registration will be reviewed by staff and you will receive notification of your request within two business days.

RegistrationComplete x

State of Indiana [US] <https://sro.cji.in.gov/School/RegistrationComplete?status=Successful>

Apps | ICJI Egrants Login | MPH - STATE OF IN... | grants_main | Oracle | PeopleSoft ... | <https://www.ariespo...> | Ora

ICJI INDIANA CRIMINAL JUSTICE INSTITUTE | NASRO National Association of School Resource Officers THE world's leader in school-based policing

Registration Status

Successful

Thank You, for your registration. Notification of your request will arrive within 2 business days.

EXIT

© 2015 - Indiana Criminal Justice Institute